

**Department of the Navy
Transportation Incentive Program System (TIPS)**

Outside the National Capital Region (ONCR)

Participant Users Guide

Version 1.4



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SSC Pacific
San Diego, CA 92152-5001

Revision History

Date	Version	Description	Author
9 Aug 2012	DRAFT, v1.0	Initial creation of Transportation Incentive Program System (TIPS) Outside the National Capital Region (ONCR) Participant User Guide.	SSC PAC
18 Feb 2013	DRAFT, v1.1	Update of TIPS ONCR	SSC Pac
19 Mar 2013	DRAFT, v 1.2	Update of TIPS ONCR	SSC Pac
25 Apr 2013	v 1.3	Update of TIPS ONCR	SSC Pac
24 Feb 2015	V 1.4	Updated the Recertification Section 6.4.3 and added brief description of Vanpool mode of transport function Section 5.6.2 h. Added Newsletter link to section 6.3. Updated 6.4 to reflect current information under My Information.	SSC Pac

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1 What is TIPS?

The Office of Assistant Secretary of Navy for Financial Management and Comptroller (FM&C), Financial Management Office (FMO) is responsible for implementing and overseeing the Department of the Navy's (DoN's) Transportation Incentive Program System (TIPS) Outside the National Capital Region (ONCR).

Based on eligibility requirements, TIPS helps DoN employees to reduce their daily contribution to traffic congestion and air pollution, as well as expand their commuting alternatives. TIPS is designed to pay for mass transit costs incurred by personnel in their local commute between their residence and duty station.

TIPS is intended to provide FMO with the tools necessary to strengthen internal controls and mitigate fraudulent activities through automated solutions that validate data prior to submission and decrease overall workflow processing time. The goal of these processes is to:

- Reduce error rates of submitted TIPS applications
- Reduce the number of paper applications received for manual processing
- Reduce the overall processing time for applications
- Decrease administrative overhead by eliminating redundant effort
- Provide monitoring of applications by cognizant authorities
- Integrate process and policy certification of program participants
- Provide a secure central repository of application data

Participants have the following capabilities:

- Complete an application for benefits
- Edit their application
- Re-certify application based on eligibility requirements
- Withdraw their application

2 Document Overview

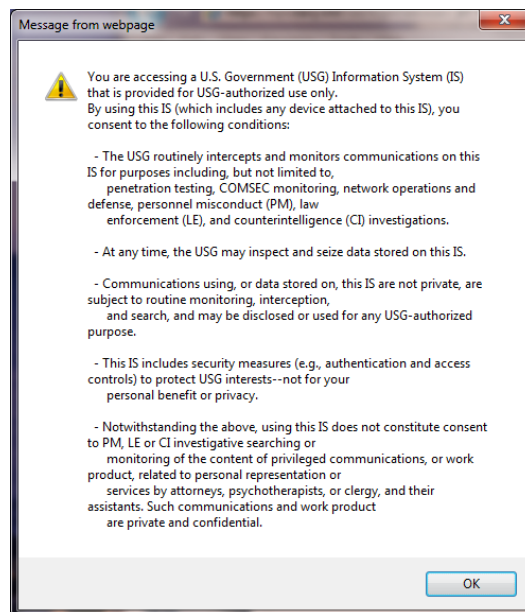
This User Guide is intended for participants who are authenticated users who are enrolling, enrolled, re-certifying, or withdrawing from TIPS.

3 Login to the TIPS Website

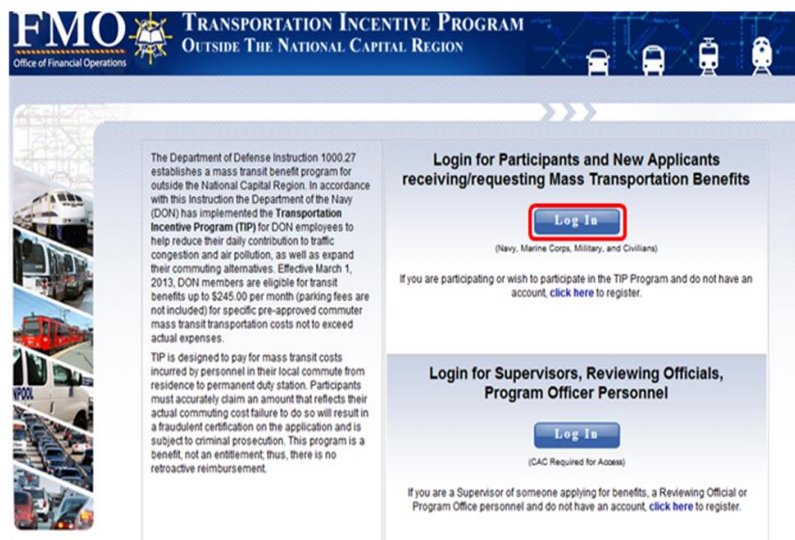
To get started with TIPS, you will need access to a computer connected to the Internet. From there, perform the following steps.

- a. Open a web browser (e.g., Internet Explorer).
- b. Type the following address into the browser's address field: <https://tips.navy.mil> (Note: "https" is required in the web address.)

- c. Click the **Enter** or **Return** key on the keyboard.
- d. A screen will be displayed with a message that you are accessing a government information system.



- e. Click the **OK** button to close the banner window. The TIPS website appears.



- f. On the TIPS Login Page, click the **Log In** button under the heading for Participants and New Applicants. A screen will appear where you will "Select Login Method".

1. If you don't have an account, and you don't have a CAC, click the **circle** next to **Username and Password** then click the **Register for a New Account** link. A screen will appear where you will enter your new account information.

2. If you don't have an account, but you do have a CAC, click the circle next to **Common Access Card (CAC)** then click the **Register for a New Account** link. The screen that appears will be like that shown above where you will enter your new account information, but it will also require you to enter your Electronic Data Interchange Personal Identifier (EDIPI) number, or last 4 digits of the Social Security Number (SSN). The EDIPI number may be found on the back of your CAC card, under "DoD ID Number".

3. If you have an account, and a CAC, ensure the **circle** next to **Common Access Card (CAC)** is clicked, then click the **LOGIN** button.
4. If you have an account, but no CAC, click the **circle** next to **Username and Password**, enter your Username and Password, then click the **LOGIN** button.
- g. If you are registering for a new account, enter the required fields. **Note:** the password must be at least 8 characters long and must contain at least 1 special character, 1 uppercase, 1 lowercase, and 1 number.
- h. Click the **Submit** button to register or the **Cancel** button, as appropriate.

4 Pre-Enrollment Steps

If you are already enrolled in TIPS, the first time you login, you will first see a participant screen. In this case, you can skip this section, and the next section about enrolling, and go to section [6](#).

Participant Screens.

The first time you log into TIPS, you will be required to provide your Command Information, including your Unit Identification Code (UIC) and your Installation.

- a. If your UIC or Command are incorrect, click the **FIND UIC** button to search for your UIC. A **Find UIC** screen will be displayed.

1. Enter one or more of the fields to search for your UIC.
 2. Click the **Find UIC** button. A list of Commands which meet the search criteria is displayed.
 3. Click one of the results returned.
 4. Click the **Select UIC** button.
- b. If your UIC and Command are correct, then you must select the installation you are commuting to. The installation is a large region where your command exists.
 1. Click the **Installation** drop down menu to select your installation. The Reviewing Official (RO) dropdown menu will appear.

Command Information

Is Your UIC Information Correct?

FIND UIC

If the Command information below is not correct, please click on the **Find UIC** button to search for your correct Command.

UIC: N66001
Command: SPAWAR System Center

Installation:

MCRD - San Diego

Reviewing Official: No Reviewing Official available - Please contact help desk ▼
Phone: No Reviewing Official available - Please contact help desk
Email: No Reviewing Official available - Please contact help desk

Yes, the Command is correct

2. The RO name, phone, and email address will be automatically populated if there is only one RO at the selected installation. Otherwise, click the the **Reviewing Official** dropdown menu to select the correct RO. The phone number and email address will be displayed for that RO.
3. Click the **Yes, the Command is correct** button. A window will appear asking if you are sure.

Are you sure?


Are you sure you want to use the following UIC (00024)?

Yes

No

Note: If you select the incorrect RO, you must continue with the Enroll process then edit the RO within the Organization Information screen, later as shown in paragraph [5.5](#).

4. Click the **No** button to return to the previous screen or click the **Yes** button to proceed to a window displaying your Application Status (currently Not Enrolled), UIC and Reviewing Official (RO) information, and Commuting Costs and Status Request.

Current Status Help		
Application Status		
Applicant Information MORLEY, CHRISTINEA  Not Enrolled	UIC-Command Information UIC: 00024 Command: NAVSEASYSCOM	Reviewing Official Installation: NB Point Loma Reviewing Official: Doe, John M Phone: 619-555-5555 Ext: 123 Email: john.m.doe@example.com
Commuting Costs		
You are not enrolled. You have not certified your actual mass transit commuting cost.		
Status Request		
Action <input type="button" value="Enroll"/> <input type="button" value="Recertify"/> <input type="button" value="Change"/> <input type="button" value="Withdraw"/>	Request Description To enroll, start a new enrollment application today. You do not have an active application to recertify. You do not have an active application to change. You do not have an active application to withdraw.	

- c. Click the **ENROLL** button.

5 Enrollment Steps

Several steps will guide you through the enrollment process. If you have already submitted an application in the past but you're no longer enrolled, you must re-enroll from the beginning. If you are already enrolled, you will go straight to section [6.2, Status Request](#).

5.1 Common Buttons

These common buttons are used throughout the enrollment process.

1. **Close Enrollment Form** button- stops the enrollment process and returns you to the last step that was successfully completed. A prompt will ask you if you want to close the form or not. Click either **Yes** or **No**.



2. **PREVIOUS** button - displays the previous screen.
3. **CONTINUE** button - proceeds to the next step.

A **green check mark** next to each link indicates you successfully completed that enrollment step.

5.2 Eligibility, Privacy, and Ethics Training

If you have not yet submitted an application for TIPS, or if you are enrolled, but have not logged in for a year or more, the first screen you will see states who is and is not eligible for TIPS.

Enroll in Program (?) Help

Enrollment Steps

- Eligibility
- Privacy Act Statement
- Ethics Training
- Applicant Information
- Supervisor Information
- Organization Information
- Expense Worksheet
- Applicant Review
- Applicant Certification
- Completion

Your enrollment form will be saved every time you navigate to a different page.

Point of Contact

If you have any questions while filling out the application, please contact your Reviewing Official:

Test, John
555-555-5555
John.Test@example.org

TO BE ELIGIBLE FOR THE TRANSPORTATION INCENTIVE PROGRAM (TIP), PARTICIPANTS MUST:

- Use a qualified means of transportation to commute to and from work or designated telework center.
- Not be receiving transportation benefits from other sources.
- Fall within one of the following categories:
 1. DON Active Military
 2. DON Reserve Military on qualifying active duty for more than 30 days
 3. DON Federal civilian employees, including Federal employees on part-time work schedules and paid interns
 4. DON NAF personnel employed by a duly constituted DON non-appropriated funded instrumentality (NAFI)

THE FOLLOWING ARE NOT ELIGIBLE TO RECEIVE BENEFITS:

- Contractors
- DON civilian employees and military members who are named on a federally subsidized parking permit.
- Vanpool owners who are drivers or passengers of a for-profit vanpool.
- Military member, civilian, and NAF employee vanpool drivers riding at no cost or receiving compensation, monetary or non-monetary, for driving the vanpool.
- DON Reservists who are drilling or training in an inactive duty for training status.
- Students or others who provide voluntary service.
- NAF employed personnel whose salary is not funded by a duly constituted NAFI.

Close Enrollment Form
CONTINUE

- Click the **CONTINUE** button to proceed. A Privacy Act Statement will be displayed.
- Read the Privacy Act Statement.

Enroll in Program (?) Help

Enrollment Steps

- Eligibility
- **Privacy Act Statement**
- Ethics Training
- Applicant Information
- Supervisor Information
- Organization Information
- Expense Worksheet
- Applicant Review
- Applicant Certification
- Completion

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Point of Contact

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Test, John
555-555-5555
John.Test@example.org

Privacy Act Statement

AUTHORITY: 10 U.S.C. 113; 5 U.S.C. 7905; DoD Instruction 1000.27; E.O. 12191; E.O. 13150; E.O. 9397 (SSN), as amended and SORN NMO7251-1

PURPOSE: To manage the DON Transportation Incentive Program for DON military and civilian personnel applying for and in receipt of fare subsidies.

ROUTINE USES: Reviewing officials/points of contact, program management and benefit providers for the purpose of managing the DON Transportation Incentive Program

DISCLOSURE: Voluntary. However, failure to provide the requested information may result in denial of incentive program benefits.

Close Enrollment Form

 PREVIOUS
 CONTINUE

- Click the **CONTINUE** button, at the bottom of the page, to proceed. The Ethics Training page will be displayed.

Enrollment Steps

- Eligibility
- Privacy Act Statement
- **Ethics Training**
- Applicant Information
- Supervisor Information
- Organization Information
- Expense Worksheet
- Applicant Review
- Applicant Certification
- Completion

Your enrollment form will be saved every time you navigate to a different page.

Point of Contact

If you have any questions while filling out the application, please contact your Reviewing Official:

Test, John
555-555-5555
John.Test@example.org

Ethics Training

Ethics Awareness

Program participants are required to take a brief ethics training before applying to receive transit benefits. An ethics refresher is required on an annual basis. Participants in the program must certify and attest to program criteria. The training informs participants of important ethical conduct and legal implications associated with using the benefit.

Program Background

The Transportation Incentive Program for Outside the National Capital Region was established in July 2001 and is offered to eligible employees and military service members to reduce pollution and traffic congestion, preserve the environment, and expand transportation alternatives.

Tax Evasion and Fraud

Employees who misuse the transportation benefit will be subject to criminal prosecution, and/or agency disciplinary action, up to and including dismissal. Substantiated violations may impact an employee's security clearance status.

Transportation Incentive Program (TIP) Outside the National Capital Region (ONCR)

Program Certification

What do the certification statements mean?

When applying for transit benefits, you will be attesting to several things. By signing, you are formally and legally attesting that the statements made in the application are true. The Department of the Navy Transportation Incentive Program Certification includes the following certification statements.

I certify that I understand that:

☐ 1. I am employed by the US Department of the Navy (DON) and am not named on a federally subsidized workplace parking permit with DON or any other Federal Agency. If applicable, I have relinquished my workplace parking permit to the issuing authority.

- Read the Ethics Training Page and scroll down to view each certification statement.
- Click the box next to each statement to certify you have read and understood it.
- Click the **I have read and understand the above program information** checkbox.
- Click the **CONTINUE** button (grayed out until you check all boxes on the page).

5.3 Applicant Information

- After you've completed the Ethics Training page, you will see the **Update Personal Information** page. If this is not displayed, click the **Applicant Information** link, on the left, to enter, or modify, your personal information and edit other related information.

Enrollment Steps

- Eligibility
- Privacy Act Statement
- Ethics Training
- **Applicant Information**
- Supervisor Information
- Organization Information
- Expense Worksheet
- Applicant Review
- Applicant Certification
- Completion

Your enrollment form will be saved every time you navigate to a different page.

Point of Contact

If you have any questions while filling out the application, please contact your Reviewing Official:

Test, John
555-555-5555
John.Test@example.org

Update Personal Information

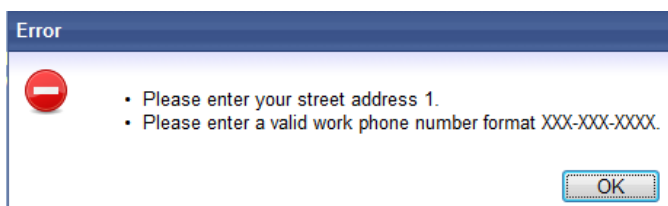
If the below DEERS information is not correct, click this [link](#) to go to the DEERS website to update your data. Information will be populated in TIPS after the next data refresh.

Personal Information	COPY ALL FROM DEERS	DEERS: Personal Information
First Name * Christine	First Name: PERSON	First Name: PERSON
Last Name * Test	Last Name: TEST	Last Name: TEST
Middle Name A	Middle Name:	Middle Name:
Street 1 * 123 Apple Street	Street 1: 12345 Main Street	Street 1: 12345 Main Street
Street 2	Street 2:	Street 2:
City * Nowhere	City: Nowhere	City: Nowhere
State * CA - California	State: California	State: California
Zip Code * 55555 -	Zip Code: 92101-	Zip Code: 92101-
Work Phone * 619-555-5555 Ext:	Work Phone: 555-555-5555	Work Phone: 555-555-5555
Work Email * christine.test@example.org	Work Email: test.person@navy.mil	Work Email: test.person@navy.mil

Close Enrollment Form

PREVIOUS CONTINUE

- b. There are different ways to enter or update your personal information, but the preferable method is the first option, copying all information from the Defense Eligibility Enrollment System (DEERS). If the information reflected in DEERS is not correct, you may click the **link** link at the top to go to DEERS to update your information directly in DEERS.
 1. Click the **COPY ALL FROM DEERS** triangle to copy all of your personal information that exists in DEERS into the Personal Information fields at once.
 2. Click one or more of the blue triangles to copy the data from DEERS.
 3. Enter the appropriate information in each field.
- c. Click the **PREVIOUS** button to see the Ethics Training page, or click the **CONTINUE** button.
 1. If some fields are missing or you've entered them incorrectly, these errors are listed.



2. Click the **OK** button, and repeat steps b and c.
- d. Click the **CONTINUE** button.

5.4 Supervisor Information

After the Personal Information page is complete, you may enter information about your supervisor in the Supervisor Information page. This form is submitted to your Supervisor for their acknowledgement and approval.

Enrollment Steps

- Eligibility
- Privacy Act Statement
- Ethics Training
- Applicant Information
- **Supervisor Information**
- Organization Information
- Expense Worksheet
- Applicant Review
- Applicant Certification
- Completion

Your enrollment form will be saved every time you navigate to a different page.

Point of Contact

If you have any questions while filling out the application, please contact your Reviewing Official.

Test, John
555-555-5555
John.Test@example.org

Supervisor Information

Your supervisor will be required to approve your employment, work schedule, and work location.

Last Name * TEST

First Name * PERSON

Work Phone * 394-555-4782 Ext:

Work Email * test.person@example.com

Confirm Email * test.person@example.com

Close Enrollment Form PREVIOUS CONTINUE

- a. In the Last Name field, enter the last name of your supervisor.
 1. If the name is found in the database, other fields stored in the database are filled in.

2. If the last name is not found in the database, you must enter all required fields by hand.
- b. Click the **PREVIOUS** button to go back to the Applicant Information page or click the **CONTINUE** button to go to the Organization Information page.

5.5 Organization Information

The Organization Information section follows the Supervisor Information section in the enrollment process, with information about your work location and organization.

Enrollment Steps

- Eligibility
- Privacy Act Statement
- Ethics Training
- Applicant Information
- Supervisor Information
- **Organization Information**
- Expense Worksheet
- Applicant Review
- Applicant Certification
- Completion

Your enrollment form will be saved every time you navigate to a different page.

Point of Contact

If you have any questions while filling out the application, please contact your Reviewing Official.

Test, John
555-555-5555
John.Test@example.org

Organization Information

Work Location

Work Location Address: 12345 Test St
(Enter address, building number, etc. of actual work location)

City: Nowhere

State: AL - Alabama

Zip Code: 99999

Temporary Dates: to
(Only populate if you are on a temporary assignment for more than 30 days and less than 1 year, i.e. TDY temporary hire)

Command Edit

UIC: N66001

Command Name: SPAWAR System Center

Major Command: SPAWAR

Applicant Type

Service Type: U.S. Navy

Personnel Type: Civilian

Admin: Civilian

Appropriation: WCF

Reviewing Official

Installation: TIPS TEST Installation

Reviewing Official: Test, John

Phone: 555-555-5555

Email: John.Test@example.org

Close Enrollment Form PREVIOUS CONTINUE

- a. Enter, or modify if necessary, your work location's address, city, state, and zip code. If your work location is temporary, add a date range to **Temporary Dates**. You may select these from a pop-up calendar, or enter them by hand in this format: **MM/DD/YYYY**.
- b. If your Command information is incorrect, click the **Edit** button. A **Find UIC** window will appear.

Find UIC

Use the search below, and click on the Find UIC button to search for a UIC. Navy UICs begin with the letter N, and Marine Corps UICs begin with the letter M.

UIC (starts with)

Command Name (contains)

City

State: Any

Find UIC

Cancel

1. Fill in one or more of the fields (optional). **Note:** There may be no city associated with a particular UIC, so if no results are returned when entering a city, you may enter the Command Name or State instead, to find a UIC.

2. Click the **Find UIC** button. This will display a list of UICs based on your search criteria, whether there are applicants within that UIC or not.

Find UIC

Use the search below, and click on the Find UIC button to search for a UIC. Navy UICs begin with the letter N, and Marine Corps UICs begin with the letter M.

UIC (starts with) City

Command Name (contains) State

Find UIC

7 result(s) returned.

Command Name	UIC	City	State
3MLG 3MEDBN DET NH SAN DIEGO	M46620	SAN DIEGO	California
4TH MAR LOG GRP MEDLOG DET 1	M45303	SAN DIEGO	California
4TH MARDIV H&S CO 4 TANK BN	M67680	SAN DIEGO	California
4TH MLG H&S CO 4TH MED BN	M67805	SAN DIEGO	California
BTRY O 5TH BN 14TH MARINES	M67659	SAN DIEGO	California

Select UIC **Cancel**

3. Scroll down and click the row having your chosen **UIC**. (This will cause the row to be highlighted.)
 4. Click the **Select UIC** button to update your UIC.
- c. Under the **Applicant Type** section, enter or modify if necessary, the 4 fields that are shown by clicking on the drop down menu and clicking the appropriate value. A drop down menu value for one may determine the choices of the drop down menu below it.
 - d. Under the **Reviewing Official** section, click the **Installation** drop down menu to update if necessary. The RO name, phone, and email address will be automatically populated if there is only one RO at the selected installation. Otherwise, click the the **Reviewing Official** dropdown menu to select the correct RO. The phone number and email address will be automatically displayed for that RO.
 - e. Click the **PREVIOUS** button to go back to the Supervisor Information page or click the **CONTINUE** button to go to the Expense Worksheet.

5.6 Expense Worksheet

The Expense Worksheet will allow you to enter your work schedule, mode of transportation, and additional information then it will calculate and validate the data for you.

5.6.1 Select your Work Schedule

- Click the **Select your work schedule** drop down list at the top of the screen to select your work schedule.

- For each day of the week in the two week schedule shown, click the drop down list to choose the number of hours for that day: NC, 8, 9, 10, or RDO.
 - NC – Non Commuting for that day. Participant will not be taking TIPS transportation.
 - 8, 9, and 10 –the number of hours the participant works that day
 - RDO –Regular Day Off. A participant will not be taking TIPS transportation.

5.6.2 Mode of Transportation

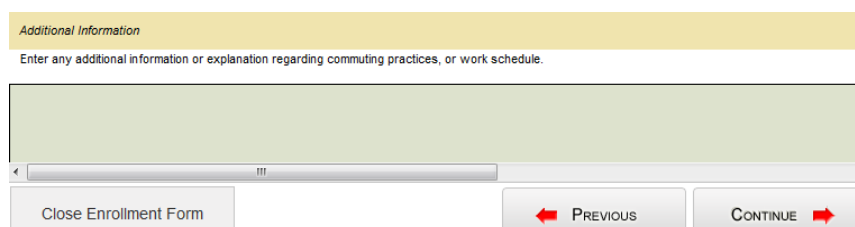
- Click the top **Mode of Transportation** drop down list to identify the mode of transportation you will be taking.

- b. Click the **Debit Card Accepted** drop down list and choose **Yes**, **No**, or **Do not know** to reflect whether a debit card is accepted as a form of payment.
- c. If a debit card is not accepted, click the **Vendor** drop down menu to choose your method of payment.
- d. Enter the **Name of Company** for this mode of transportation.
- e. Click the **Frequency of Purchase** drop down list to choose the appropriate frequency for the mode of transportation you identified: Daily, Weekly, or Monthly.
- f. Enter the cost for this transportation in dollars, e.g. 2.35 is \$2.35.
- g. If you use several modes of transportation, click the **Add** button to add another mode of transportation then repeat steps **a-f**.
- h. If you select Vanpool as the Mode of Transportation, the system will prompt you to select the correct vanpool from the registered vanpools for your installation. The details about debit card, name of Company, and cost will be automatically populated and cannot be modified. These values can only be modified by the Vanpool Coordinator or Reviewing Official. Repeat step **h** as necessary, for additional modes of transportation.
- i. Click the **Remove** button to the right of a Cost field to remove a mode of transportation, if necessary.
- j. Click the **Calculate Total** button. This will calculate the total monthly expense based on your work schedule and mode(s) of transportation you selected.

Daily frequency will use the schedule to calculate cost. Monthly doesn't use the schedule. It uses the cost which is entered. Weekly doesn't use the schedule either; it uses the weekly cost entered, multiplied by 4.

The Monthly Expense Allowance will also be displayed, but may be less than the expense. The allowance displays whichever is lower: the total monthly expense or what is allowed for the participant. Currently the maximum allowed is \$245.

- k. Enter any additional information necessary, regarding commuting practices, or work schedule.



- l. After you've entered all necessary fields on the Expense Worksheet, click the **PREVIOUS** button to go back to the Organization Information page or click the **CONTINUE** button to go to the Applicant Review page.

5.7 Applicant Review

In this step of the enrollment process, the applicant has another chance to review information entered so far. This step follows the Expense Worksheet step automatically, or can be reached by clicking the **Applicant Review** link in the list of Enrollment Steps.

Enrollment Steps

- Eligibility
- Privacy Act Statement
- Ethics Training
- Applicant Information
- Supervisor Information
- Organization Information
- Expense Worksheet
- **Applicant Review**
- Applicant Certification
- Completion

Your enrollment form will be saved every time you navigate to a different page.

Point of Contact

If you have any questions while filling out the application, please contact your Reviewing Official.

Test, John
555-555-5555
John.Test@example.org

Personal and Work Location Information Edit

Application Number: 32527
Current Status: Not Submitted

Personal	Work	Supervisor	UIC - Command	Reviewing Official
Test, Christine A 123 Apple Street Nowhere, CA 55555	Work Location 12345 Test St Address: City: Nowhere State: AL Zip Code: 99999 Work Number: 619-555-5555 Email: christine.test@example.org	TEST, PERSON 394-555-4782 test.person@example.com	Service: U.S. Navy UIC: N66001 Command: SPAWAR System Center Name: Personnel Type: Civilian Appropriation: WCF	TIPS TEST Installation Test, John 555-555-5555 John.Test@example.org

Commuting Costs Edit

Work Schedule: 8/20 Work Week (regular schedule)

SUN	MON	TUE	WED	THU	FRI	SAT
RDO	10	NC	NC	NC	NC	RDO
RDO	10	NC	NC	NC	NC	RDO

Mode of Transportation	Name of Company	Frequency of Purchase	Cost
Rail to Work (commuter train, subway, or light rail)	Bus Company	Daily	4.00

Additional Information

Total Monthly Expense: **\$16.00**

Monthly Expense Allowance: **\$16.00**

Close Enrollment Form

PREVIOUS CONTINUE

- Click the top **Edit** button to go back to the Applicant Information page to modify it if necessary.
- Click the **Edit** button in the middle of the page to go back to the Expense Worksheet to modify it if necessary.
- Click the, **PREVIOUS** button to go back to the Expense Worksheet, or click the **CONTINUE** button to go to the Applicant Certification page. Click the **Close Enrollment Form**, button, to go back to the Current Status page.

5.8 Applicant Certification

In the Applicant Certification step, there are several “*I certify that*” statements.

The screenshot shows the 'Applicant Certification' page. On the left is a sidebar with 'Enrollment Steps' including Eligibility, Privacy Act Statement, Ethics Training, Applicant Information, Supervisor Information, Organization Information, Expense Worksheet, Applicant Review, **Applicant Certification** (highlighted with a red arrow), and Completion. Below this is a 'Point of Contact' section with contact information for John Test. The main content area is titled 'APPLICANT CERTIFICATION' and contains a 'Warning' box about the legal consequences of false certification. Below the warning are several certification statements, each with a checkbox. The 'Submit Application' button is visible at the bottom right, along with 'Not Accept' and 'Close Enrollment Form' buttons. A 'PREVIOUS' button with a red arrow is also present.

- Click the box next to each “*I certify that*” statement. The **Submit Application** button is grayed out until you’ve checked each certification statement.
- If you want to cancel the submission of the application click the **Not Accept** button.

The screenshot shows a dialog box titled 'Applicant Certification'. It contains a question mark icon and the text: 'You have indicated you do not accept the certification statements. You will not be able to complete the enrollment process. Are you sure?'. At the bottom are 'Yes' and 'No' buttons.

- Click the **Yes** button to go back to the beginning of the Enrollment process
 - Click the **No** button to display again the Applicant Certification page with all the certification boxes checked.
- Click the **Close Enrollment Form** button if you want to close the form.
 - If you want to send the application to your Supervisor for approval, click the **Submit Application** button.

The screenshot shows an 'Information' message box with a lightbulb icon and the text: 'Application has been successfully saved.' At the bottom is an 'OK' button.

- e. Click the **OK** button. The Completion page appears. On the left side, green check marks indicate each step was completed successfully.

Enrollment Steps

- Eligibility
- Privacy Act Statement
- Ethics Training
- Applicant Information
- Supervisor Information
- Organization Information
- Expense Worksheet
- Applicant Review
- Applicant Certification
- **Completion**

Your enrollment form will be saved every time you navigate to a different page.

Point of Contact

If you have any questions while filling out the application, please contact your Reviewing Official:

Test, John
555-555-5555
John.Test@example.org

Your Application is Complete

Your application has been submitted and will begin the approval process.

You will be notified by email as your application progresses.

Please note that it will take approximately 30 days to process your application. If your application is approved, you will be asked to recertify your request on a periodic basis.

Note: If you just re-certified your application, you have completed the process.

Application Information

Name: Test, Christine A Application ID: 32627 Submit Date: Fri Mar 15 16:05:37 GMT-700 2013

[Print This Page](#)

[Close Enrollment Form](#)

- f. Click the **Print This Page** button if you want a printout showing you've completed the application.
- g. Click the **Close Enrollment Form** button to display the Current Status page. This will show that your application is **In Progress**.

FMO **TRANSPORTATION INCENTIVE PROGRAM**
Office of Financial Operations OUTSIDE THE NATIONAL CAPITAL REGION

Welcome PERSON TEST! [Logout](#)

Program Information

- Eligibility
- Privacy Notice
- FAQs

My Information

- Current Status
- My Application
- Application History

Point of Contact

If you have any questions regarding the application, please contact your Reviewing Official:

Test, John
555-555-5555
John.Test@example.org

Current Status

Application Status

Applicant Information	UIC-Command Information	Reviewing Official
Test, Christine A Date Submitted: 03/15/2013 In Progress	UIC: N66001 Command: SPAWAR System Center	Installation: TIPS TEST Installation Reviewing Official: Test, John Phone: 555-555-5555 Email: John.Test@example.org

Commuting Costs

Your application is in progress. Your mass transit commuting costs is pending approval.

Status Request

Action	Request Description
Enroll	You cannot enroll when you have an application in progress.
Recertify	You cannot recertify your application when it is in progress.
Change	You cannot change your application when it is in progress.
Withdraw	You cannot withdraw your application when it is in progress.

If you have any questions completing this application, please contact your Command TIP Reviewing Official shown above. Use the "Help" icon to find this information during the application process.

- h. Click the **Logout** button to logout of TIPS.

6 Participant Screens

Once you have submitted an application, the first screen you see will display **Current Status** at the top and a status of **In Progress**.

FMO Office of Financial Operations
TRANSPORTATION INCENTIVE PROGRAM
 OUTSIDE THE NATIONAL CAPITAL REGION

Welcome PERSON TEST! Logout

Program Information
 Eligibility
 Privacy Notice
 FAQs

My Information
 Current Status
 My Application
 Application History

Point of Contact
 If you have any questions regarding the application, please contact your Reviewing Official:
 Test, John
 555-555-5555
 John.Test@example.org

Current Status

Application Status

Applicant Information
 Test, Christine A.
 Date Submitted: 03/15/2013
In Progress

UIC/Command Information
 UIC: N66001
 Command: SPAWAR System Center

Reviewing Official
 Installation: TIPS TEST
 Reviewing Official: Test, John
 Phone: 555-555-5555
 Email: John.Test@example.org

Commuting Costs
 Your application is in progress. Your mass transit commuting costs is pending approval.

Status Request

Action	Request Description
Enroll	You cannot enroll when you have an application in progress.
Recertify	You cannot recertify your application when it is in progress.
Change	You cannot change your application when it is in progress.
Withdraw	You cannot withdraw your application when it is in progress.

If you have any questions completing this application, please contact your Command TIP Reviewing Official shown above. Use the "Help" icon to find this information during the application process.

Department of Transportation (DOT) will enroll you next, and then your initial login screen will change.

You will see your status is now Enrolled, and there are more links on the left under **My Information**, a DOT Customer ID number, commuting costs, and 2 actions now available to you, to change your application, or withdraw from TIP.

From here, you can click on the links at the left to view various other screens. These links are grouped in two categories: Program Information and My Information.

FMO Office of Financial Operations
TRANSPORTATION INCENTIVE PROGRAM
 OUTSIDE THE NATIONAL CAPITAL REGION

Welcome Christine A TEST! Logout

Program Information
 Eligibility
 Privacy Notice
 FAQs

My Information
 Current Status
 My Application
 Recently Application
 Change Application
 Withdraw from Program
 Return Unused Fare Media
 Application History
 Review Ethics Training

Point of Contact
 If you have any questions regarding the application, please contact your Reviewing Official:
 Test, John
 555-555-5555
 John.Test@example.org

Current Status

Application Status

Applicant Information
 TEST Christine A.
 DOT Customer ID: 624412
 Date Enrolled:
Enrolled

UIC/Command Information
 UIC: N66001
 Command: SPAWAR System Center

Reviewing Official
 Installation: TIPS TEST
 Reviewing Official: Test, John
 Phone: 555-555-5555
 Email: John.Test@example.org

Commuting Costs

Mode of Transportation	Debit Card Accepted?	Vendor	Name of Company	Frequency of Purchase	Cost	Total Monthly Expense
Bus to Work	Yes	Debit Card	Bus Company	Daily	2.00	\$16.00

Monthly Expense Allowance
\$16.00

Status Request

Action	Request Description
Enroll	You are currently enrolled.
Recertify	Recertification is not required at this time.
Change	Make a change to your application.
Withdraw	Withdraw from Transportation Incentive Program (TIP).

If you have any questions completing this application, please contact your Command TIP Reviewing Official shown above. Use the "Help" icon to find this information during the application process.

6.1 Application Status

- a. Clicking on **Application Status**, will show a participant's information, UIC Command Information, and RO.

Application Status		
Applicant Information TEST, Christine A DOT Customer ID: 625412 Date Enrolled: ✓ Enrolled	UIC/Command Information UIC: N66001 Command: SPAWAR System Center	Reviewing Official Installation: TIPS TEST Installation Reviewing Official: Test, John Phone: 555-555-5555 Email: John.Test@example.org

The participant's status may be one of the following:

Status	Description
Not Submitted	You have a saved application, but you have not submitted it, or you've submitted it, but it's been returned to you for more information.
In Progress	You have submitted an application, and it is awaiting approval.
Enrolled	You are currently enrolled in TIP.
Not Enrolled	You are not enrolled in TIP.

6.2 Status Request

Once you are enrolled, there are 2 buttons available to you under **Status Request**.

- a. Click the **Change** button to edit your application.
- b. Click the **Withdraw** button to withdraw from TIP.

6.3 Program Information

There are five links under **Program Information**.

Program Information
Eligibility
Privacy Notice
User Guide
Newsletter
FAQs

6.3.1 Eligibility

- a. Click the **Eligibility** link to view information about who can use TIP.

6.3.2 Privacy Notice

- a. Click the **Privacy Notice** link to view the Privacy Act Statement with authority and disclosure content.

6.3.3 User Guide


- a. Click the **User Guide** link to view this user guide.

6.3.4 Newsletter


- a. Click the **Newsletter** link to view TIP Newsletters and Archives for useful information about the TIP Program.

6.3.5 FAQs

- a. Click the **FAQs** link to view Frequently Asked Questions.

Frequently Asked Questions 
What is the TIP ONCR benefit?
Why do we have a Transit Benefit Program?
Should I enroll in the National Capital Region (NCR) or the Outside the National Capital Region (ONCR)?
Who is and is not eligible for the TIP?
I am stationed overseas, am I eligible for the TIP ONCR?
What kind of means of mass transportation can I use?
How much can I receive each month and is the benefit taxable?
When are the TIP application deadlines and when will I begin receiving benefits?

- b. Click any of the FAQs to see an answer open up below the question.

Frequently Asked Questions 
What is the TIP ONCR benefit?
Why do we have a Transit Benefit Program?
DOD Instruction 1000.27 authorizes and requires the Department of the Navy (DON) to offer a mass transit benefit program to reduce pollution and traffic congestion, preserve the environment, and expand transportation alternatives both inside the National Capital Region and Outside the National Capital Region.
Should I enroll in the National Capital Region (NCR) or the Outside the National Capital Region (ONCR)?
Who is and is not eligible for the TIP?
I am stationed overseas, am I eligible for the TIP ONCR?

6.4 My Information

Some of the links seen under **My Information** are only visible after your application has been submitted. Those displayed here are for an applicant who is now enrolled. If an application is still in progress status, it will not display all these links.

My Information
My Application
Change Application
Withdraw from Program
Application History
Recertify Application

6.4.1 My Application

The **My Application** link displays your personal and work location information.

My Application

Program Information
Eligibility
Privacy Notice
FAQs

My Information
Current Status
My Application
Recently Application
Change Application
Withdraw from Program
Return Unused Fare Media
Application History
Review Ethics Training

Point of Contact
If you have any questions regarding the application, please contact your Reviewing Official
Test, John
555-555-5555
John.Test@example.org

My Application

Personal and Work Location Information

Application Number: 32541
DOT Customer ID: 625412
Current Status: Enrolled

Personal	Work	Supervisor	UIC - Command	Reviewing Official
TEST, Christine A 12345 Main Street Nowhere, CA 92101	Work Location 12345 Test St Address: City: Nowhere State: AL Zip Code: 99999 Work Number: 555-555-5555 Work Email: test.person@navy.mil	TEST, PERSON 394-555-4782 test.person@example.com	Service: U.S. Navy UIC: N66001 Command: SPAWAR System Name: Center Personnel Type: Civilian Appropriation: WCF	TIPS TEST Installation Test, John 555-555-5555 John.Test@example.org

Commuting Costs

Work Schedule: 8/20 Work Week (regular schedule)

SUN	MON	TUE	WED	THU	FRI	SAT
RDO	9	NC	9	NC	NC	RDO
RDO	9	NC	9	NC	NC	RDO

Mode of Transportation	Debit Card Accepted?	Vendor	Name of Company	Frequency of Purchase	Cost
Bus to Work	Yes	Debit Card	Bus Company	Daily	2.00

Total Monthly Expense: **\$16.00**

Monthly Expense Allowance: **\$16.00**

Additional Information

Print This Page

In this screen the application status may be any of the following:

Status	Description
Not Submitted	Application has been created but not yet submitted for approval.
In Progress	Application has been submitted but is not yet approved.
Returned	Application has been returned to the applicant for updating.
Disapproved	Participation in the program is disapproved.
Approved	Application has been approved by Reviewing Official, but applicant is not yet enrolled.
Enrolled	Currently enrolled in the Transportation Incentive Program.
Return Enrolled	Applicant is currently enrolled in the TIP, but application has been returned to the applicant for more information.
Withdrawn	Application is closed out; participant is no longer receiving benefits.

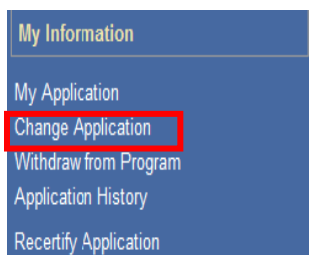
- If necessary to update any of the information on the My Application page, click the **Change Application** link on the left menu, discussed in paragraph [6.4.2](#)

Change Application.

- b. Click the **Print This Page** button to save a hard copy of this page.

6.4.2 Change Application

The **Change Application** link allows you to modify your application.



- a. Click the **Change Application** link if necessary. This will take you to a similar page as if you had clicked the **Applicant Review** link covered in paragraph [5.7](#)

Applicant Review.

Change Application Help

Enrollment Steps

- Eligibility ✓
- Privacy Act Statement ✓
- Ethics Training ✓
- Applicant Information ✓
- Supervisor Information ✓
- Organization Information ✓
- Expense Worksheet ✓
- **Applicant Review**
- Applicant Certification
- Completion

Your enrollment form will only save when you submit the application.

Point of Contact

If you have any questions while filling out the application, please contact your Reviewing Official:

Test, John
555-555-5555
John.Test@example.org

Personal and Work Location Information Edit

Application Number: 32641
DOT Customer ID: 625412
✓ **Current Status:** Enrolled

Personal	Work	Supervisor	UIC - Command	Reviewing Official
TEST, Christine A 12345 Main Street Nowhere, CA 92101	Work Location Address: City: Nowhere State: AL Zip Code: 99999 Work Number: 555-555-5555 Work Email: test.person@navy.mil	TEST, PERSON 394-555-4782 test.person@example.com	Service: U.S. Navy UIC: N66001 Command: SPAWAR System Name: Center Personnel: Civilian Type: Appropriation: WCF	TIPS TEST Installation Test, John 555-555-5555 John.Test@example.org

Commuting Costs Edit

Work Schedule: 8/20 Work Week (regular schedule)

SUN	MON	TUE	WED	THU	FRI	SAT
RDO	9	NC	9	NC	NC	RDO
RDO	9	NC	9	NC	NC	RDO

Mode of Transportation	Debit Card Accepted?	Vendor	Name of Company	Frequency of Purchase	Cost
Bus to Work	Yes	Debit Card	Bus Company	Daily	2.00

Total Monthly Expense
\$16.00

Monthly Expense Allowance
\$16.00

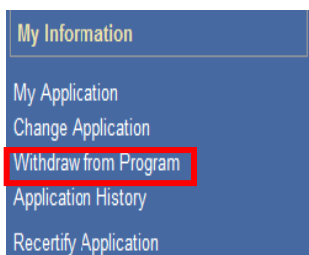
Additional Information

Close Enrollment Form ← PREVIOUS CONTINUE →

1. Click the top **Edit** button to go back to the Applicant Information page to modify it if necessary.
2. Click the **Edit** button in the middle of the page to go back to the Expense Worksheet to modify it if necessary.
3. Click the **Previous** button or the **Close Enrollment Form** button to go back to the Current Status, or click the **Continue** button to go to the Applicant Certification page.

6.4.3 Withdraw from Program

- a. Click the **Withdraw from Program** link from left menu to withdraw from TIP.



- b. This will display the Withdraw From Program window.

 A screenshot of a web form titled 'Withdraw Request'. Below the title is a paragraph of text: 'Upon withdrawal participants are responsible for returning unused fare media to the Transportation Incentive Program. If fare media was converted to another form of media, you must reimburse the DoD by check or Money Order, payable to the U.S. Treasury.' Below this text is a checkbox with the label 'I wish to withdraw from the Transportation Incentive Program.' At the bottom of the form are two buttons: 'PREVIOUS' with a left arrow and 'CONTINUE' with a right arrow.

- c. Click the check box next to “*I wish to withdraw ..*”.
- d. Click the **PREVIOUS** button to cancel and go back to the previous screen, or click the **CONTINUE** button.

6.4.4 Application History

- a. Click the **Application History** link to view the list of changes or updates made to your application and a history of your email.

 A screenshot of a web page titled 'Application History'. On the left is a blue navigation menu with items: 'Program Information', 'Eligibility', 'Privacy Notice', 'FAQs', 'My Information' (selected), 'Current Status', 'My Application', 'Recertify Application', 'Change Application', 'Withdraw from Program', 'Return Unused Fare Media', 'Application History' (highlighted with a red rectangle), and 'Review Ethics Training'. The main content area has a blue header 'Application History' with a yellow 'Help' icon. Below this is a section 'Application Status' containing three columns of information: 'Applicant Information' (TEST, Christine A, DOT Customer ID: 625412, Date Enrolled, and a green checkmark 'Enrolled'), 'UIC-Command Information' (UIC: N66001, Command: SPAWAR System Center), and 'Reviewing Official' (Installation: TIPS TEST, Reviewing Official: Test, John, Phone: 555-555-5555, Email: John.Test@example.org). At the bottom are two expandable sections: 'Application History' and 'Email History', each with a red 'Expand' button.

- b. Click the **Expand** button if necessary to view the Application or Email history.

Application History Help		
Application Status		
Applicant Information TEST, Christine A DOT Customer ID: 625412 Date Enrolled: ✓ Enrolled	UIC-Command Information UIC: N66001 Command: SPAWAR System Center	Reviewing Official Installation: TIPS TEST Installation Reviewing Official: Test, John Phone: 555-555-5555 Email: John.Test@example.org
Application History Collapse		
Date	Who	Entry
4/12/2013	TEST, PERSON	Submit Application Application #32641 has been saved and submitted.
4/12/2013	TEST, PERSON	Recertify Application Application #32641 has been certified.
4/12/2013	TEST, PERSON	Create Application Application #32641 has been created.
4/12/2013	TEST, PERSON	Withdraw Application Application #32628 withdrawn from program.

6.4.5 Recertify Application

The **Recertify** Application link is only available to participants who are enrolled and who manage their own application. When you click this link, the system will first check whether you need to recertify his application and if so, allow you to do so. **Note:** Currently recertification is required monthly between the 1st and the 15th of each month.

A. Acronyms

CAC	Common Access Card
DEERS	Defense Eligibility Enrollment System
DOB	Date of Birth
DoD	Department of Defense
DoN	Department of the Navy
EDIPI	Electronic Data Interchange Personal Identifier
FAQs	Frequently Asked Questions
FM&C	Financial Management and Comptroller
FMO	Financial Management Office
NC	Non Commuting
ONCR	Outside the National Capital Region
ORG	Organization
PAC	Pacific
PDF	Portable Document Format (Adobe Acrobat file format)
POC	Point of Contact
RDO	Regular Day Off
RO	Reviewing Official
SPAWAR	Space and Naval Warfare
SSC	SPAWAR Systems Center
SSN	Social Security Number
TIPS	Transportation Incentive Program System
UIC	Unit Identification Code